

Bethere Hotel Refurbishment Plan Checklist

1. PRE-PROJECT SURVEYS & DOCUMENTATION

- As-built drawings verified
- Architectural site measurement
- MEP survey
- Fire safety compliance survey
- Accessibility audit
- Structural constraints identified
- Guest-room and public-area condition surveys
- Joinery and wet-area inspection
- Electrical load assessment
- AC supply/return check
- Design brief confirmed
- Scope of work defined
- Brand standards reviewed
- Deviation list started
- Risk register created
- Preliminary timeline drafted

2. BUDGETING & COST CONTROL

- FF&E, joinery, MEP, finishes, logistics estimates
- Soft costs: design fees, permits, mock-up, storage, installation
- Contingency budget (10–15%)
- VE materials review and options

3. BRAND APPROVALS & DESIGN COORDINATION

- Concept, layout, FF&E, material approvals
- Renderings, shop drawings, samples
- Deviation list with brand responses

4. PROCUREMENT & SUPPLIER MANAGEMENT

- Supplier capability check
- Past hotel projects verified
- QC system confirmed
- Sample approvals: veneer, fabric, metal, paint, stone
- Final BOQ, materials, terms

5. MOCK-UP ROOM STAGE

- Drawings and materials approved
- Mock-up inspection: dimensions, joinery, finish, hardware, upholstery, electrical
- Snag list completed and approved

6. TIMELINE & PHASING STRATEGY

- Floor/wing/zone/cluster phasing
- Demolition, MEP, finishes, FF&E; timing
- Buffers for inspection, rework, delays

7. LOGISTICS & SHIPPING

- Labels, packing, HS codes, documents
- Pre-shipment QC
- Warehouse, access, lift size, inventory check

8. ON-SITE INSTALLATION & HANDOVER

- Install drawings, supervisors
- Room readiness
- Joinery alignment, electrical, upholstery, loose furniture
- Snag list, cleaning, final inspection, brand approval

9. POST-REFURBISHMENT REVIEW

- Timeline & budget review
- Supplier performance
- Guest feedback
- Warranty tracking